



**HOPES SAFETY**  
**CONSULTANCY LLC SPC**

# Recognition of Prior Learning (RPL) Policy

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## 1. Introduction

**Hopes Safety Consultancy LLC SPC** recognizes the value of knowledge, skills, and competencies gained through prior learning and experience. The Recognition of Prior Learning (RPL) policy provides a framework to assess and credit such learning, ensuring that individuals can achieve qualifications and certifications efficiently without unnecessary duplication of learning.

## 2. Purpose

The purpose of this policy is to:

- Facilitate access to qualifications by recognizing prior learning and experience.
- Ensure a fair, transparent, and consistent process for assessing prior learning.
- Enhance lifelong learning opportunities by valuing diverse learning experiences.

## 3. Scope

This policy applies to:

- All individuals seeking recognition of prior learning towards qualifications or certifications offered by **Hopes Safety Consultancy LLC SPC**.
- All courses and training programs delivered by the organization.
- Employees, trainers, assessors, and quality assurance staff involved in the RPL process.

## 4. Definition of RPL

Recognition of Prior Learning (RPL) is the process of evaluating and accrediting an individual's prior knowledge, skills, and experience against the learning outcomes or competencies of a specific qualification or program. Prior learning may include:

- Formal education and training.
- Work experience.
- Voluntary work or other informal learning experiences.

## 5. Principles

Hopes Safety Consultancy LLC SPC adheres to the following principles for RPL:

- Ensuring fair and equal access to the RPL process for all candidates.
- Providing clear information about the RPL process, criteria, and outcomes.
- Maintaining rigorous standards in assessing prior learning to ensure it meets accreditation and regulatory requirements.
- Streamlining the RPL process to minimize time and resource requirements for candidates.

## 6. RPL Process

The RPL process at **Hopes Safety Consultancy LLC SPC** includes the following steps:

1. **Initial Inquiry:**
  - Candidates express interest in RPL and receive guidance on the process and requirements.
2. **Application:**
  - Submit an RPL application form along with supporting evidence (e.g., certificates, job descriptions, work samples, references).
3. **Evidence Review:**
  - Assessors review the submitted evidence against the learning outcomes or competencies of the qualification.
4. **Assessment:**
  - Additional assessments, such as interviews, observations, or practical tasks, may be conducted to verify competence.
5. **Outcome Notification:**
  - Candidates are informed of the assessment decision, which may include full, partial, or no recognition.
6. **Certification:**
  - Where applicable, successful candidates receive credit or certification for the recognized learning.

## 7. Supporting Evidence

Evidence submitted for RPL must be:

- Directly relevant to the qualification or program outcomes.
- Demonstrably the candidate's own work or achievement.
- Sufficient to support the claim for recognition.
- Reflective of the candidate's current competence.
- Adequate in scope to cover the learning outcomes or competencies.

## 8. Appeals Process

Candidates who disagree with an RPL decision may submit an appeal in writing within 14 days of the outcome notification. Appeals will be reviewed by an independent panel in line with the organization's grievance procedures.

## 9. Monitoring and Review

The RPL process will be reviewed annually to ensure it remains effective, efficient, and aligned with best practices and regulatory requirements. Feedback from candidates and staff will inform improvements.

## 10. Responsibilities

- Submit accurate and complete applications with relevant evidence.
- Evaluate evidence objectively and in line with established criteria.
- Monitor the RPL process to ensure consistency and compliance.
- Ensure the RPL process is adequately resourced and supported.

**Hopes Safety Consultancy LLC SPC** is committed to recognizing the value of prior learning and experience. By implementing a robust and transparent RPL policy, we aim to support individuals in achieving their educational and professional goals efficiently and equitably.

Director  
Hopes Safety Consultancy LLC SPC

